

2019 EXAM SCHEDULE AND PROCEDURES FOR DRILLER/PUMP INSTALLER LICENSE APPLICANTS

Before you take the exam:

1. You must have a completed application on file with DNR;
2. You must have received a Notice of Eligibility from DNR indicating that you are eligible to take the exam.
3. You must register at least four weeks in advance with Judy Gifford by calling (608) 266-0153. Provide your name, and the city and date you wish to take the exam.

Arrive at 12:45 pm to check in. Exam start time is 1:00 pm These are all Wednesday dates.

<u>DATE</u>	<u>CITY</u>
February 6, 2019	Plover
May 1, 2019	Plover Green Bay Madison Rice Lake West Allis Eau Claire Rhinelander
August 7, 2019	Plover
November 6, 2019	Plover Green Bay Madison Rice Lake West Allis Eau Claire Rhinelander

More specific location information will be given at the time you call in to register for the exam.
Dates and places are subject to change.

Exam Procedures

1. There is no fee for taking the examination; the license fee is required if you pass the exam and wish to obtain a license.
2. **You must register by calling Judy Gifford at (608) 266-0153 at least four weeks prior to the exam, each time you plan to take the exam. Provide the city and date. You will not be allowed to take the exam unless you have given this advance notice to the Department.**
3. If you require accommodations due to a disability, please call at least 4 weeks prior to the exam date, so we can make arrangements for you.
4. If you would like to take two exams on the same date, (for example well driller and pump installer) we may be able to make special arrangements. Please call Judy Gifford at least 4 weeks prior to the exam date.
5. Bring a photo identification card, such as a driver's license, to the exam location. Only individuals taking an exam are allowed in the room.
6. Individuals will not be allowed to leave the exam room (except for bathroom break) until they have completed the exam.
7. It is your responsibility to arrive at least 15 minutes before the start of the exam to check in and receive instructions. **Late arrivals will not be allowed to take the exam.**
8. You will be given three hours - from 1:00 p.m. until 4:00 p.m. - to complete the exam. You must arrive by 12:45 p.m.,
9. All cell phones must be turned off during the exam. You may not use a cell phone, laptop or any other electronic device during the exam. The department will provide calculators.
10. Exams are open-book with 100 multiple choice or true/false questions. You will mark your answers with pencil on a bubble answer sheet. Mark them carefully—they are machine graded. You may bring text books, copies of administrative rules, and printed materials such as department brochures to the exams.
11. **The Department reserves the right to fail anyone caught cheating or assisting someone else to cheat on an examination. Those persons will be barred from taking the exam for six months. Taking notes during the exam is considered cheating.**
12. Your exam results will be provided by mail. A passing grade is 75% of the questions answered correctly. An applicant who fails the examination may re-take it the next scheduled exam date.
13. If you fail an examination, you will be given the name of a DNR water supply staff person to contact if you have questions on certain areas of the code. You may request a phone tutoring session if you fail the exam twice.
14. Pump Installer applications are void if the applicant does not take and pass the pump installer exam within one year of receiving a *Notice of Eligibility*. Driller applications are void if the applicant does not take and pass the driller exam within two years of receiving a Notice of Eligibility. Once an application is void, you must re-apply.